

OP- 86-1140

MEMORANDUM FOR: Executive Director

VIA : Deputy Director for Administration

FROM : Robert W. Magee
Director of Personnel

SUBJECT : Request to Attend Placement Directors' Seminar
Reception - 15 April 1986

1. On 15, 16 and 17 April the Office of Personnel is hosting a seminar for university placement directors to enhance our recruitment effort at their schools. On the evening of 15 April, from 5:00 p.m. to 7:00 p.m., we are hosting a reception for our guests in the Executive Dining Room. If convenient, we would appreciate your attending this function.

2. Attached is a list of the invitees and a draft of the agenda for your information.

Robert W. Magee

Robert W. Magee

Attachments:

- A. Agenda
- B. List of Attendees

I will () will not () attend reception.

DA/OP/E/ROD, (19 March 86)

STAT

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